

SPACE CONDITION REPORT

The purpose of this report is to document the condition of the leased space at the time of move in and/or move out. It is desirable that the lessor or lessor's representative accompany you on this survey. The survey must include the **all** of the space we occupied.

Comments should be made on the general condition and appearance of the premises. Specific notes of deficiencies, such as defaced or damaged walls, damaged or broken fixtures, or inoperative mechanical equipment, may be reported below.

Check one: Move In ☐ Move Out ☐

Date of Report: _____

Building Name and Address: _____

Rooms Occupied: _____
(i.e. Suite #'s) _____

Square Footage Occupied: _____
(actual measurement)

.....

Describe Condition and Appearance:

..... **Continue on reverse side**

REQUIRED SIGNATURES:

Owner or Owner's Representative Title Date

Agency Representative Title Date

FORWARD ORIGINAL TO: **MINNEAPOLIS BUSINESS SITE
BUTLER SQUARE WEST, SUITE 510C
100 NORTH SIXTH STREET
MINNEAPOLIS, MN 55403-1588**